



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

October 29, 2003

RQ-2

Michael L. Retzer, Treasurer  
Republican National Committee  
310 First Street SE  
Washington, DC 20003

**Response Due Date:**  
**November 28, 2003**

Identification Number: C00003418

Reference: April Monthly Report (3/1/03-3/31/03)

Dear Mr. Retzer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your report discloses non-federal receipts that fall outside the reporting period. Please amend this report by including only the financial transactions that occurred between 3/1/03 and 3/31/03, or provide clarifying information regarding these receipts. Any activity occurring outside this reporting period should be included in the appropriate report(s). 2 U.S.C. §434(b)

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11